| | ttee Approved as Amended | ami | Action by Local Records Committee Approved Not Approved Ap | Action be Approve | Responsible Officer | esponsible Officer | Responsible Officer |
|---|-----------------------------|--|--|--|---|--|---------------------|
| | | 1000 S 150 | W. Char | Course | 1 | July) | 150 |
| | Authority Number | Disposition Au | For the State Archivist | - For the | For the State Auditor | For the Attorney General | For the Att |
| | | · | | | | | |
| Correspondence of significance may be kept for up to 5 years | | l year after current year | OFM I | :: May also of letters ors. Kept | General Correspondence/ Non case specific: May also include staff issues and procedures, copies of letters developed for signature by Mayor or directors. Kept frequently as desk files. | General Correspondence include staff issues and developed for signature frequently as desk files | 00001 |
| Potentially archival | | Keep one copy permanently and microfilm. | OPR K | garding | Director's Rules: Administrative rulings regarding ordinances and codes. | Director's Rules: Adı ordinances and codes. | 00018 |
| | | 20 years or until obsolete. | OFM 2 | ND I Plans; ations which material Council, I Planning | COMPREHENSIVE LAND USE PLAN AND AMENDMENTS Including Neighborhood Plans; Growth Management Act Appeal determinations which amend the Comprehensive Plan. Reference material only. Original copies are held by the City Council, Seattle Planning Office, and Neighborhood Planning Offices. | COMPREHE AMENDME) Growth Manamend the Conly. Origina Seattle Plann Offices. | 00113 |
| Potential for microfilm or imaging and dispose of hardcopy | | 10 years after resolution and no further activity. | OPR 1 | sions and .U: | CCAB Appeals: Notices of Meetings, Decisions and Materials Submitted by Applicant and DCLU: | CCAB Appea Materials Sut | 00023 |
| Remarks | Location of Other Copies | Retention Period for Primary Copy | OPR Re | | Record Series Title & Description | Record Serie | Item No. |
| Ref: Chapter 40.14 RCW Print Date : April 25, 1999 | | SEATTLE DCLU Records Retention and Disposition Schedule Codes, Policies, and Community Relations | SEATTI Retention and Policies, and | Records Codes | | | |

| | as Amended | Action by Local Records Committee Approved X Not Approved Approved as Amended | Action by Local Records Con Approved X Not Approved | Responsible Officer Action Approv | esponsible Officer White the control of the contro | Responsible Officer |
|--|--|--|--|--|--|---------------------|
| | 7 | 599 E | Wille | M Carried | JANAK. | 1-7-1 |
| | Disposition Authority Number | | For the State Archivist | For the State Auditor | For the Attorney General | For the Atto |
| | | | | | | |
| and dispose of hardcopy. Purge files of General Mail Releases, comment letters and notes before microfilming. Original legislative history files are kept by the City Council. | | | | fore and after council port drafts, research, sions, original SEPA cuments cance (DS) or Determinance (DS) or Determinance (DS) | Ordinance Language, before and legislation, significant report draft Council actions and decisions, or Checklists and SEPA Documents Determination of Significance (D Non-significance (DNS). | |
| Potential for Microfilm or imaging | | Retain until obsolete. | OFM | Legislative Reference File for Ordinances and Resolutions for Land Use Code Development: Includes | Legislative Refer | 00022 |
| before disposal to ensure no subsequent activity at that address. | | no futher activity at the same address. | | action, or in appeal to the hearings examiner, or that have been settled after such actions, or that have had decisions rendered. The file may be a secondary file created for legal purposes but can include original documents. Includes decisions, Notices of Violations, settlements, Certificates of Compliance, stop work orders and case documentation. | action, or in appeal to the heari have been settled after such act decisions rendered. The file mercated for legal purposes but a documents. Includes decisions, settlements, Certificates of Con orders and case documentation. | |
| Refer to the enforcement case files | | 10 years after resolution of case if | OPR | Law Department Case Files: Includes Notice of Violation's and code compliance cases that are in legal | Law Department Violation's and c | 00058 |
| Remarks | Location of Other Copies | Retention Period for Primary Copy | OPR OFM | le & Description | Record Series Title & Description | Item No. |
| Ref: Chapter 40.14 RCW Print Date: April 25, 1999 | er, construction of the co | SEATTLE DCLU Records Retention and Disposition Schedule Codes, Policies, and Community Relations | SEAT is Retention is, Policies, a | Record Code | | |

| ᅠᆈᄀᇕ | 1 | | l . | | I E | ! |
|--|---|--|--|--|--------------------------------------|--|
| ror the Attorney Ger | | 00020 | 00025 | 00021 | Item No. | |
| Responsible Officer | | Technical Code Change Proposals to ICBO, ICC, or State of Washington: Submitted to higher code boards to propose change in policy or model code. | Media Presentations: mixed media presentations to other city departments, council, and public. | Legislative Reference File, Technical Code Ordinance Amendments: Proposals, Analysis, Ordinances and Resolutions adopted by Council, transmittal memorandums, discussions by DCLU & Construction Codes Advisory Board, law division comments (without notes) | Record Series Title & Description | Record Codes |
| For the State Archivist Action by Local Records Con Approved X Not Approved | | OFM | OFM | OFM | OPR OFM | SEA's Retention, Policies, a |
| For the State Archivist Disposition Author S 99 S Action by Local Records Committee Approved Not Approved Approved as A | | Until considered obsolete or superceded. | Agency option, keep until obsolete Potential archival value- see remarks | Retain until obsolete. | Retention Period for Primary Copy | SEATTLE DCLU Records Retention and Disposition Schedule Codes, Policies, and Community Relations |
| Disposition Authority Number S 99 5517 amittee Approved as Amended | | | | | Location of Other Copies | |
| | | Potential for microfilm or imaging and disposal of hard copy. | Contact your Regional Archivist before disposing of this record. | Potential for Microfilm or imaging and dispose of hardcopy. Purge files of General Mail Releases, comment letters and notes before microfilming. Original legislative history files are kept by the City Council. | Remarks | Ref: Chapter 40.14 RCW Print Date: April 25, 1999 |

| , , , , , , , , , , , , , , , , , , , | nittee Approved as Amended | 5 | Action by Local Records Committee Approved \(\) Not Approved \(Approved \) | Action b Approve | Responsible Officer | Responsible Officer | Responsit |
|--|------------------------------|--|--|-----------------------------------|--|--|------------|
| | 1 7 | ¥ 599€ | al Own | dion | () () | July J | 3-7-1 |
| | Disposition Authority Number | Disposition A | For the State Archivist | For the | For the State Auditor | For the Attorney General | For the At |
| | | | | | | | |
| Potential for microfilm or electronic record medium and dispose of hardcopy. | | Retain until obsolete or superceded. | OFM Re | ds: From prepared ves as an | Weekly Technical Code Clarification Records: From the interpretation committee. May include prepared decisions, handwritten notes, drawings; serves as an internal reference resource. | Weekly Tech the interpreta decisions, ha internal refer | 00019 |
| Remarks | Location of Other Copies | Retention Period for Primary Copy | OPR Ret OFM Prii | | Record Series Title & Description | Record Serie | ltem No. |
| Ref. Chapter 40.14 RCW Print Date: April 25, 1999 | | SEATTLE DCLU Records Retention and Disposition Schedule Codes, Policies, and Community Relations | SEATTLE DCLU Retention and Disposit Policies, and Communi | Records Codes, | | | |